

The Edmonton North PCN is looking for a **NEW** team member who:

- Has excellent **communication, time management** and organizational talents
- A strong **ability to work independently**, follow-through and **great attention to detail**
- Is willing to step in and **provide support** for other team members as needed
- Enjoys **sharing new knowledge**, ideas, and innovations with team members
- **Takes initiative** and contributes ideas for **quality improvement**
- **Strong problem solving skills** and ability to maintain high level of confidentiality

To fill the role of:

Quality Improvement Facilitator

Requirements of the role:

- Bachelor's degree in relevant field (e.g. – healthcare related, education, business, communications and marketing)
- Five or more years of relevant experience
- Knowledge, understanding and skill in delivery of adult learning principles is an asset
- Intermediate to advanced Microsoft Office suite experience (Word, Excel, Outlook, and PowerPoint)
- Excellent communication skills, both written and verbal
- Ability to maintain a high level of confidentiality
- Excellent time management and organizational talents
- Ability to organize time, multi-task and set priorities
- Strong follow-through and attention to detail
- Ability to work independently
- Strong problem solving skills
- A second language is an asset
- Superior customer service skills
- Ability to work in an unstructured environment, to be flexible, creative and juggle numerous competing priorities

What to expect day to day:

- Coordinating the new physician sign-up process (both in existing clinics and at new clinics in assigned area)
- Acting as the point of contact for a defined group of member physicians and the clinic staff they work with for all existing PCN business, except specific patient interaction between PCN clinicians and the referring doctor
- Developing effective relationships with primary care providers and the clinic team they work with; addressing any questions and concerns that arise by preparing the appropriate response and replying in a timely manner
- Delivery, facilitation and development, of workshops and in clinic support related to panel identification, panel management/screening, and team development in quality improvement context and medical home development
- Understanding, supporting, and communicating the messaging of the PCN to the members
- Regular visits to each member's clinic
- Attend local PCN sponsored events where PCN member physicians are participating (i.e. CMEs, AGM, networking dinners, etc.)



Openings: 1, Full-Time, Permanent

Location: Northgate Centre (9499-137 Avenue)

Please submit your cover letter and resume to:
greatjobs@enpcn.com